

INTERAGENCY ADVISORY GROUP

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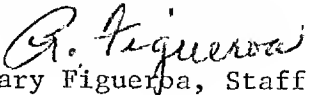
OFFICE OF PERSONNEL MANAGEMENT

WASHINGTON, D.C. 20415

May 14, 1979

Secretariat
Room 1304—1900 E St., N.W.
Code 101, Ext. 26266 or
Area Code 202—632-5266

SUBJECT: Meeting of the Committee on Job Evaluation

FROM:  Rosemary Figueroa, Staff Director, IAC

TO: Members of the Committee

The next meeting of the Committee on Job Evaluation will be held:

Date: Tuesday, May 22, 1979

Time: 1:30 p.m.

Place: Room 1304, Office of Personnel Management
1900 E Street, NW.

This is a follow-up to our May 9 meeting and will focus upon plans for action by agencies/IAG Committee in response to the Williamsburg conference. There was insufficient time to cover this agenda item. Please bring the attached checklist with you as a reference for our discussions.

Attachment

Checklist on recommendations made by the 1978 Agency Classification Chiefs Workshop

(Recommendations shown essentially are directed to agencies. Those designated for CSC/OPM action have not been included. A report concerning them will be made at the Committee meeting.)

1. Agencies, under sponsorship of IAG Job Eval Committee, should develop guides for staffing classification function.
2. Agencies, under sponsorship of IAG Job Eval Committee, should develop a structured training plan on position classification for government-wide use. Also, compile and publish a catalog of courses offered by OPM and agencies on classification. Work with large agencies to establish training agreements across agency lines.
3. IAG should assemble information on performance requirements and make it available, together with operational guides, for use by agencies in developing their own performance standards for individual classifier positions.
4. Standards Division, together with agencies, explore ways in which agencies can assist in preparation of standards.
5. OPM, in cooperation with agencies, establish minimum criteria for preparation of evaluation reports.
6. Agencies ensure policy/procedures for an adequate maintenance review are established.
7. Agencies consider limiting redelegation of classification authority to heads of organizations having personnel staffs.
8. Agencies consider developing guidelines setting forth the minimum technical proficiency an individual must have in order to exercise delegated classification authority.
9. Agencies insure that a professional review is made of field material developed to test draft FES standards.
10. Agencies develop supplements to standards to achieve classification consistency.
11. OPM and agencies, in conducting inspections, rate high level managers on their support for sound classification and position management practices.
12. Agencies and OPM assess and assure, through the PME process, that regular, comprehensive maintenance reviews/classification surveys are carried out by personnel offices to illuminate position management/classification status of operating units.